

## **BOARD OF SELECTMEN**

### **Minutes of August 6, 2007**

Chairman McArdle called the meeting to order at 7:30PM. Board members present in addition to the Chairman McArdle were Richard Gandt, Steve Clark, Boyd Jackson and Richard Carlson. Of the Selectmen's staff, Town Administrator Virginia Wilder, & Donna Rich, Board Secretary, were in attendance. Other persons present were Jane Schraffa of Topsfield Cable. Also present Brendan Lewis of the Tri-Town Transcript, Faye Raynard, Village Reporter.

**Announcements:** Chairman McArdle announced that the Board would be going into Executive Session at the end of the meeting to discuss the Police Reserve Contract and would not return to open session.

**Selectmen Minutes:** Selectman Jackson made a motion to approve the amended minutes of July 23, 2007; seconded by Selectman Gandt; so voted 5-0. Selectman Gandt made a motion to approve the amended minutes of the Executive Session of July 23, 2007 and to hold until all issues have been resolved; seconded by Selectman Clark; so voted 5-0.

### **GENERAL BUISNESS:**

#### **OLD BUSINESS:**

**Special Olympics-Ride with the Champions:** Selectman Clark made a motion to approve the Special Olympics Massachusetts *Ride with the Champions* annual bicycle event to be held on Saturday, September 15, 2007 8AM – 1PM, subject to abutters to be notified who are along the route. Selectman Gandt seconded; so voted 5-0.

**Policies & Procedures for the Board of Selectmen:** Chairman McArdle asked if the Board was prepared to discuss the 15 page, 2 appendix documents or should it be reviewed at a working session. The consensus was to schedule a working session at a later date.

**Police Reserve Contract:** Chairman McArdle noted that this issue would be discussed in Executive Session.

**New Commissioner for the Conservation Commission:** Selectman Gandt made a motion to appoint John McArdle to the Conservation Commission to expire June 30, 2009, seconded by Selectman Clark, so voted: 4-0, Chairman McArdle recused himself.

#### **NEW BUSINESS:**

**Historic Commission Appointment:** The Board reviewed a request to appoint Parsons Clark to the Commission. Selectman Jackson has asked that Parsons Clark be invited for an interview at the next meeting.

**Fire Union MOA:** Selectman Gandt made a motion to approve the Memorandum of Agreement as dated August 7, 2007 with the Topsfield Fire Fighters, Local 3250, seconded by Selectman Clark, so voted: 5-0. Selectman Clark announced that over the contract's three year period the annual salary increases would be 2.7%, 2.7% and 2.7%.

**Public Health Nursing Services:** Selectman Gandt made a motion to approve a contract with the VNA Care Network, Inc of Danvers in the amount of \$8,750 for FY08, seconded by Selectman Clark, so voted: 5-0.

Network Administration Services Contract for the Library: Selectman Gandt made a motion to approve a contract with Universal Data System LLC of Haverhill, MA in the amount of \$10,200 for FY08, seconded by Selectman Jackson, so voted: 5-0.

Assessors Vision Software Maintenance Agreement: Selectman Gandt made a motion to approve a contract with Vision Appraisal Technology of Northborough, MA in the amount of \$4,300 for FY08, seconded by Selectman Clark, so voted: 5-0.

Police Department Network Administration Services: Chairman McArdle made a motion to approve a contract with Microsystems Integrated Public Safety Solutions, Inc of Melrose in the amount of \$6,325.70 for FY08, seconded by Selectman Clark, so voted: 5-0.

Town Office Supplies Contract for the Town: Selectman Clark made a motion to approve contracts for Town supplies with WB Mason at a discount rate of 73.40% and Corporate Express with a discount rate of 66% for FY08 as members of the MAPC North Shore Co-Operative Purchasing Group and signed by the Board Chairman, seconded by Selectman Gandt, so vote: 5-0.

Scleroderma Foundation Banner Request: Selectman Gandt made a motion to approve the erecting of a banner between Town Hall & Proctor School for the Scleroderma Foundations 3<sup>rd</sup> annual event to be held on September 16, with the banner authorized from September 6 and to be taken down by September 17<sup>th</sup>, seconded by Selectman Jackson, so voted: 5-0. Selectman Jackson noted that this is a good example of a previous request that would enable banners to be displayed across Main Street in Town. Selectman Jackson reported that he is still researching this issue.

**Administrator's Report:** see attached.

## **Correspondence & Reports**

### Correspondence

- Notice from the State Department of Public Safety issued a Notice of Cease and Desist to the Willowdale Lodge until such time as the premises is no longer in violation of Building, Fire and Health codes as determined by the State Building Inspector.
- Historical Commission has responded to the Building Inspector that 26 Bare Hill Road is ok to demolish.
- Kopleman & Paige sent a letter to the Assistant Attorney General's office regarding Article 26, the Open Space Development Plan wording.
- MA DEP is requesting for Topsfield to join in a campaign to help increase paper recycling.
- Department of Telecommunications & Cable have sent information regarding their re-organization, with contact information.
- MIIA has sent a letter updating information regarding Section 125 Plan & Health Insurance Responsibility Disclosure forms.
- The Town has been notified that the Appeals Court has accepted the Stipulation of Dismissal dismissing the case R.Qualyle vs Town of Topsfield, et al Civil Action.
- Brent Roeder sent a letter objecting to a sign that would be placed under the Topsfield Cleaners for Alex's Roast Beef, Pizza & Seafood located at 53 Main St.
- Michael DeAmario sent a letter regarding his opposition to the Rails Trail project. Letter was asked to be forwarded to Joe Geller, Chairman of Rails Trail Committee.

- Comcast has sent notification that the prices for Digital Video Recorders service is increasing from \$5.95 to \$8.95 as of September 3, 2007.
- Essex National Heritage Area Pioneers are accepting nominations for those individuals that have displayed leadership in building partnerships which preserve and enhance the heritage of the region.
- Inspector of Buildings & Zoning Enforcement Officer, Glen Clohec, sent a letter to John Hernandez of 12 Arrowhead Way regarding a boat that is stored in violation.
- Northeast MA Mosquito Control & Wetlands Management District has submitted a report of the District's activities in Topsfield. Selectman Gandt reported that traps have been set at the Essex County Co-Op, Pine Grove Cemetery and Alfalfa Farm also they are collecting information at the Pump Station on Perkins Row and Pye Brook Community Park. To date 1/3 of the catch basins in Topsfield have been treated. They are presently trying to determine what the mosquito population is in Town.
- John Ryan has sent a letter regarding a potential Horse Boarding & Riding Academy business developing adjacent to his property. Ms. Wilder provided regulations the Town has regarding the keeping of horses that may apply to this issue. Selectman Carlson distributed the MA Superior Court decision of Winer v. the Zoning Board of Appeals of the Town of Harwich which would not allow commercial use for a horse operation on a lot of less than 5 acres. As Planning Board liaison, Selectman Gandt will speak to the Planning Board regarding this issue. Ms. Wilder will inquire through Town Counsel if any appeal had been executed on the Winer case.
- Amendments received to sections 57 and 57C of chapter 59 of the General Laws as it pertains to real estate tax bills being sent out for FY08.
- MMA has sent information related to the Group Insurance Commission (GIC) and the benefits that it could provide to health care costs.
- John Coulon has submitted a letter regarding his participation in the Pan-Mass Challenge.
- MASCO ABC Committee has submitted information requesting participation in their million dollar capital campaign.

#### Reports

- Board of Assessors has submitted their minutes of June 29, 2007.
- North Shore Vocational School District has submitted their agenda for July 26, 2007 meeting and minutes of May 10, 2007.
- Planning Board has submitted their minutes of May 15, June 5 & 19, 2007.
- Zoning Board of Appeals has submitted their minutes of May 22 and June 26, 2007.
- Conservation Commission has submitted Order of Conditions for 1 Ledgebrook Circle.
- Web Site Committee has submitted minutes of May 23, 2007.
- Cable Television Advisory Committee has submitted minutes of June 6, 2007.
- Fire Chief has submitted the Fire Department's Monthly Report.

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$123,703.08**. The breakdown is as follows:

Warrant #FY08: **\$ 123,703.08**

011T           \$   72,409.76

\$

012           \$   51,293.32

**Executive Session:** At 8:35PM, Selectmen Jackson moved to adjourn to go into executive session to discuss the Reserve Police Contract seconded by Selectman Clark; so voted 5-0. A yes vote was recorded for Chairman McArdle, Selectmen Gandt, Selectman Clark, Selectman Jackson and Selectman Carlson. The Board would not return to regular session. Virginia Wilder and Donna Rich were present also.

Respectfully submitted,

Donna Rich, Secretary  
Board of Selectmen's Office

*Approved as written at the August 20 , 2007 Board of Selectmen meeting.*